



FSU Webmaster Certification Project Competencies Checklist

Competency 1.01

Candidate can create Web documents that validate against the W3C's XHTML 1.1 Document Type Definition. (WAIG Checkpoints 3.2, 11.1, 11.2, and 4.3)

Requirements:

Web pages that are constructed with valid XHTML 1.1 as set forth by the W3C Markup related recommendations that culminate in the XHTML 1.1 Recommendation.

Performance Test:

Validation of submitted candidate prototype and project pages against the XHTML 1.1 DTD using the Markup Validation Service of the W3C.

Yes

No

N/A

Competency 1.02

Candidate uses the CSS property *text-align* with the *em* unit of measure to control text size. (WAIG Checkpoint 3.4)

Requirements:

Text size must be controlled using CSS, not with deprecated HTML attributes, and *em* must be the unit of measure.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A

Competency 1.03

Candidate uses uniquely identified header elements to describe the content of Web documents. (WAIG Checkpoint 3.5)

Requirements:

Use header elements to convey document structure and use them according to specification.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A

Competency 1.04

Candidate uses list elements only for actual lists and not for any other page effects. (WAIG Checkpoint 3.6)

Requirements:

Use list elements only for actual ordered, unordered, or definition lists and not to achieve other page effects such as indentations.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A



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Competency 1.05

Candidate uses compound numbering in nested ordered lists, if used. (WAIG Checkpoint 3.6)

Requirements:

Nested levels of ordered lists must use compound numbers, such as 1.1.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A

Competency 1.06

Candidate uses server-side versus client-side processes for automatic page redirects, if used. (WAIG Checkpoint 7.5)

Requirements:

Automatic client-side redirection techniques may not be used.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A

Competency 1.07

Candidate indicates the expanded form of abbreviations and acronyms, if used, at their first occurrence on a document. (WAIG Checkpoint 4.2)

Requirements:

Use the *abbr* and *acronym* elements, along with the *title* attribute to indicate the expanded form of any abbreviations or acronyms at their first occurrence on pages.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A

Competency 1.08

Candidate creates a logical tab order through major links and form controls. (WAIG Checkpoint 9.4)

Requirements:

Use the *tabindex* attribute to create a logical tab order through major links and form controls.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

Yes

No

N/A



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Competency 1.09

Candidate provides keyboard shortcuts to all major document sections.
(WAIG Checkpoint 9.5)

Requirements:

Use the *accesskey* attribute to create keyboard shortcuts to all major sections of Web pages.

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A

Competency 1.10

Candidate separates all horizontally aligned links, if used, in a navigation bar with a non-link printable character. (WAIG Checkpoint 10.5)

Requirements:

Separate horizontally aligned links in a navigation bar with a non-link printable character such as the pipe (|).

Performance Test:

FSU Webmaster Committee members will manually check submitted candidate prototype and project pages.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A

Competency 1.11

Candidate project content has a high level of readability. (WAIG Checkpoint 14.1)

Requirements:

Varies according to the type of content but a score of 65 or greater on the Flesch Index is generally acceptable. Content must be presented in a clear and concise manner.

Performance Test:

FSU Webmaster Committee members will use automated tools such as the service provided at <http://readability.info> along with a manual evaluation.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A

Competency 2.01

Candidate uses a consistent navigation system across the entire project site. (WAIG Checkpoint 13.4)

Requirements:

Navigations systems, both main systems and sub systems, must be consistent across all site areas.

Performance Test:

Submitted candidate prototype and project pages will be reviewed by committee members.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A



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Competency 2.02

Candidate uses a consistent presentational style for all types of document areas and functions. (WAIG Checkpoint 14.3)

Requirements:

All page areas and processes, such as Headings, main content areas, advertising areas and forms, must be presented consistently.

Performance Test:

Submitted candidate prototype and project pages will be reviewed by committee members.

Yes

No

N/A

Competency 2.03

Candidate uses links that clearly define the target page.

Requirements:

Linked content must clearly indicate to what resource the user will be taken.

Performance Test:

Submitted candidate prototype and project pages will be reviewed by committee members.

Yes

No

N/A

Competency 2.04

Candidate uses linked content that is apparent as such without the need for user interaction.

Requirements:

Page elements that are links to other resources must clearly appear as links without the need for user interactions such as moving the cursor over the element.

Performance Test:

Submitted candidate prototype and project pages will be reviewed by committee members.

Yes

No

N/A

Competency 3.01

Candidate can create Web documents that provide a text equivalent for every non text-element. (WAIG Checkpoint 1.1 /Section 508 § 1194.22-a)

Requirements:

Any non-text elements included in project pages must have an associated text equivalent. The *alt* and *longdesc* attributes and *description links* (dlinks) are used as appropriate.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes

No

N/A



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Competency 3.02

Candidate can provide synchronized aural alternatives to any visual multimedia presentations (if used) and synchronized visual alternatives to any aural presentations (if used). (WAIG Checkpoints 1.3 and 1.4 |Section 508 § 1194.22-b)

Requirements:

All visual multimedia presentations used must have a synchronized aural alternative and any aural presentations used must have a synchronized visual alternative.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes No N/A

Competency 3.03

Candidate can create Web documents that do not rely on color to correctly convey content. (WAIG Checkpoint 2.1 |Section 508 § 1194.22-c)

Requirements:

Web documents should be marked up in such a way that the content message is conveyed correctly, both visually and aurally, even in the occasion that a user cannot perceive color differences.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes No N/A

Competency 3.04

Candidate can create Web documents that do not rely on style sheets to correctly convey content. (WAIG Checkpoint 6.1 |Section 508 § 1194.22-d)

Requirements:

Web documents should be marked up in such a way that the content message is conveyed correctly even if an associated style sheet were to be unavailable.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes No N/A

Competency 3.05

Candidate can create alternative text links for any clickable regions of a server-side image maps (if used). (WAIG Checkpoint 1.2 |Section 508 § 1194.22-e)

Requirements:

If server-side image maps are used an alternative text link must be made available for each clickable region in the map.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes No N/A



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Competency 3.06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate uses client-side image maps versus server-side image maps unless desired clickable regions can not be defined as rectangular, circular, or polygonal. (WAIG Checkpoint 9.1 Section 508 § 1194.22-f)	Yes	No	N/A
Requirements: If image maps are used they must be client side unless the desired clickable regions cannot be defined by the available values of the <i>shape</i> attribute - <i>rect</i> , <i>circle</i> , and <i>poly</i> .			
Performance Test: Testing will be conducted using a combination of evaluation tools and human review.			
Competency 3.07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate identifies row and/or column headers for tables (if used). (WAIG Checkpoint 5.1 Section 508 § 1194.22-g)	Yes	No	N/A
Requirements: If tables are used row and/or column headers must be identified.			
Performance Test: Testing will be conducted using a combination of evaluation tools and human review.			
Competency 3.08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate uses markup to associate data cells with header cells in tables (if used). (WAIG Checkpoint 5.2 Section 508 § 1194.22-h)	Yes	No	N/A
Requirements: If tables are used data cells must be associated with the appropriate header cells using the <i>thead</i> , <i>tfoot</i> , <i>tbody</i> , <i>col</i> , and <i>colgroup</i> elements and the <i>axis</i> , <i>scope</i> , and <i>headers</i> attributes as needed.			
Performance Test: Testing will be conducted using a combination of evaluation tools and human review.			
Competency 3.09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate employs tables for the use of tabular data only. Tables are not to be used for layout (style). (WAIG Checkpoint 5.3 Section 508 § 1194.22-g)	Yes	No	N/A
Requirements: If tables are used they must be used for tabular data only.			
Performance Test: Testing will be conducted using a combination of evaluation tools and human review.			



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Competency 3.10

Candidate does not employ the use of *frames*. Implicitly satisfies WAIG Checkpoint 12.1 and U.S. Section 508 § 1194.22-i. (WAIG Checkpoint 12.1 /Section 508 § 1194.22-i)

Requirements:

Frames may not be used in certification projects.

Performance Test:

Testing will be conducted using human review.

Yes

No

N/A

Competency 3.11

Candidate does not use any technique that causes the screen to flicker or flash in the 4 to 59 flashes per second range. (WAIG Checkpoint 7.1 /Section 508 § 1194.22-j)

Requirements:

Document elements, such as animations, must not flicker or flash in the 4 to 59 flashes per second range.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes

No

N/A

Competency 3.12

Candidate makes any content or interface elements that are generated by scripts or applets assessable by assistive technologies. (WAIG Checkpoint 8.1 /Section 508 § 1194.22-l)

Requirements:

Any script or applet generated content or interface elements, such as a dynamic navigation menu, must be readable by screen readers.

Performance Test:

Testing will be conducted using a combination of evaluation tools and human review.

Yes

No

N/A

Competency 3.13

Candidate provides a link to any plug-in or application on pages that require such plug-ins or applications to access content. (Section 508 § 1194.22-m)

Requirements:

Any script or applet generated content or interface elements, such as a dynamic navigation menu, must be readable by screen readers.

Performance Test:

Testing will be conducted by human review.

Yes

No

N/A



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Competency 3.14

Candidate can correctly associate form labels and cues with form controls on all forms used. (WAIG Checkpoint 10.2 and 12.4 |Section 508 § 1194.22-n)

Requirements:

All forms must be created with labels correctly associated with controls using the *label* element as a parent to all control elements and the *tabindex* attribute used as a navigation aid.

Performance Test:

Testing will be conducted by committee review.

Yes

No

N/A

Competency 3.15

Candidate provides a means for users of assistive technologies to skip to page content. (Section 508 § 1194.22-o)

Requirements:

A link to the document content must be provided very near the beginning of of the document's markup allowing repetitive headings and navigation to be skipped.

Performance Test:

Testing will be conducted by committee review.

Yes

No

N/A

Competency 3.16

Candidate provides an alert, a means to request more time, and sufficient time to do so for all documents requiring a timed response (if used). (Section 508 § 1194.22-p)

Requirements:

If a timed response is required on a page, an alert must be given along with sufficient time for the user to request more time with some included control.

Performance Test:

Testing will be conducted by committee review.

Yes

No

N/A

A note about design:

In addition to the competencies listed above, the Committee will also review the aesthetics and usability of your project site. A web site that is too basic, disregards usability analysis, or does not have a modern look and feel will not be certified. We urge students to research sites that are similar in audience, goal, and scope as applicable to their project site and create something that is as advanced, if not more so, than the results of their research.

Within the written proposal, students must include a section labeled "Market Research". This section must include links to three websites of similar topic to your proposed site that you feel are modern and professional in their design and layout. For each, you must tell us what design elements (color scheme, layout, etc.) that you will use for inspiration for your own web page prototype.